

APPENDIX D

UPH INVENTORY AND UTILIZATION DATA, RCS DD-A&T(A)1470 **INSTRUCTIONS FOR COMPLETING DD FORM 2085**

1. General Instructions

a. Reporting Requirements

(1) This report provides information on the quantity and adequacy of UPH assets, for both permanent party and transient personnel, and on the use of Government-owned UPH by officer and enlisted personnel.

(2) Inventory data shall reflect the total number of officer UPH rooms and enlisted spaces. All UPH shall be reported as they are, regardless of plans to modernize, convert, divert, or dispose. Significant changes from the previous year's report shall be explained on a separate page in numbers of gains or losses due to new construction or disposal reclassifications of adequacy, changes in DoD adequacy standards, upgrades/modernizations, inversions to or from UPH use, and redesignation to or from other grade categories.

(3) Pending any DoD Component-wide guidance issued under subparagraph 1.d, "Component Options":

(a) Data reported in items 11 through 33 of DD Form 2085 shall be the daily average for the twelve months ending September 30. (An average of 12 monthly calculations of daily average is acceptable.) All average numbers (excluding utilization percentages) shall be rounded and entered as whole numbers, adjusted as necessary for arithmetic consistency.

(b) The items reporting personnel housed shall include the average daily number of eligible personnel residing in (or assigned to) UPH. Report each occupant under the section heading that matches the occupant's permanent party or transient status, and under the column heading that matches the occupant's rank or civilian equivalent.

(c) Open bay assets and occupants shall be reported only in the open bay section of the form, items 23 and 24.

b. Report Frequency. The DoD components shall submit summary (worldwide, CONUS, U.S. overseas, foreign) reports each year, February 1 following the September 30 report date, to the Assistant Deputy Under Secretary of Defense (Conservation and Installations). After submission of the summary reports, the DoD Components shall provide installation-level data as required to the Office of the ADUSD(CI), normally by facsimile within 8 duty hours.

UNACCOMPANIED PERSONNEL HOUSING (UPH) INVENTORY AND UTILIZATION DATA					REPORT CONTROL SYMBOL		Form Approved OMB No. 0704-0188	
<small>Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.</small>								
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES.								
1. DOD COMPONENT Marine Corps			2. REAL PROPERTY INVENTORY CODE (RPIC)			3. REPORT DATE (YYMMDD) 920930		
4. INSTALLATION NAME					5. MAJOR COMMAND/CLAIMANT			
6. STATE			7. ZIP CODE		8. COUNTRY			
9. AREA (X one)			10. TYPE REPORT (X one)		a. INDIVIDUAL <input checked="" type="checkbox"/> b. SUMMARY			
a. CONUS			b. U.S. OVERSEAS		PERMANENT			
c. FOREIGN <input checked="" type="checkbox"/> X			d. WORLDWIDE		ENLISTED			
			ADEQUATE		SUBST'D		TOTAL	
			Es - E6 (a)		E7 - Es (b)		(c)	
			(d)		(e)		(f)	
II. SPACES			62082		19449		2094	
12. DIVERTED SPACES			359		87		9	
13. NET SPACES			61723		19362		2085	
14. OCCUPANT CAPACITY			61723		12908		695	
15. PERSONNEL HOUSED			51490		8316		417	
16. UTILIZATION %			83%		64%		64%	
			TRA		IENT			
17. SPACES			3670		842		561	
18. DIVERTED SPACES			3		2		3	
19. NET SPACES			3667		840		558	
20. OCCUPANT CAPACITY			3667		560		186	
21. PERSONNEL HOUSED			3146		480		160	
22. UTILIZATION %			86%		186%		86%	
			86%		54%		84%	
			81%		61%		73%	
			PERMANENT PARTY		RECRUIT		TRANSIENT	
			Adequate		Substandard		Adequate	
			Substandard		Adequate		Substandard	
23. SPACES (GROSS)			900		800		17269	
24. PERSONNEL HOUSED			800		700		11037	
			6686		479		395	
			SUPPLEMENTAL DATA		TRANSIENT PERSONNEL			
			PERMANENT PARTY		TRANSIENT PERSONNEL			
			Enlisted (a)		Officer (b)		Officer (b)	
25. VOLUNTARY SEPARATED IN UPH			2223		572		676	
26. IN LEASED UPH			76		0		0	
27. OFF BASE WITH BAQ (all ranks)			3326		1323		1	
28. EI -ES OFF BASE WITH BAQ			2420		382		493	
29. EI -ES OFF BASE WITHOUT BAQ			157					

Figure D-1. DD Form 2085

c. UPH Inventory Categories. For inventory reporting, UPH shall be classified in the appropriate category defined below:

(1) Adequate. UPH currently considered acceptable for involuntary assignment for any one personnel category.

(2) Substandard. UPH that does not meet minimum criteria of acceptability for involuntary assignment. UPH shall not be classified as substandard based on present occupancy if it would be considered acceptable for a lower grade of personnel.

(3) Leased. Occupancy of UPH obtained in the community by lease arrangements shall be reported in item 26 for permanent party personnel and item 31 for transient personnel. On installation and summary reports (items 11 through 22, 25, and 30), entries that include leased UPH data shall be footnoted and the included leased UPH data shall be listed separately on an addendum in a format identifying the data by item and column. Temporary housing obtained during ship's overhaul for permanent party personnel normally housed aboard ship will not be counted for this report.

(4) Contract Quarters. UPH obtained in the community by contract arrangements for use by transient personnel on an as-needed basis.

d. Component Options. As authorized by the ADUSD(CI), a DoD Component may use implementing instructions that vary from the standard instructions in this Appendix. The variances shall be compatible with policies in this Manual and provide data that show the scope of the UPH inventory and the personnel accommodated.

2. Header Items

a. Item 1, DoD Component. Military Service or Defense Agency.

b. Item 2, Real Property Inventory Code (RPIC). See Appendix C, instruction for DD Forms 1410 & 1411 RPIC item.

c. Item 3, Report Date. Last date of the reporting period, e.g., 940930.

d. Items 4 through 8. Installation Name, Major Command/Claimant, State, Zip code, and Country. For installation reports, enter self-explanatory information.

e. Item 9, Area. Enter an "X" to show the area of the reporting installation or summary report. The "worldwide" Item is used only for DoD Component summary reports.

f. Item 10, "Type of Report. Enter an "X" to show individual installation or summary report.

3. Items 11 through 24. For all Items except 16 and 24, columns (a) plus (b) equal (c), and ' columns (d) plus (e) equal (f).

4. Permanent Party UPH as of September 30 (Items 11 through 16)

a. Spaces, Item 11. All spaces and officer rooms/suites in the inventory of permanent party UPH rooms, including diverted and inactive units.

(1) Enlisted columns. Increments of 90 square feet of net living area in enlisted rooms. The maximum space count in any room is four.

(2) Officer columns. Officer rooms/suites.

b. Diverted Spaces, Item 12. Spaces that are inactive, or not available for use due to renovation or major maintenance, or in use for any purpose other than unaccompanied living space.

c. Net Spaces, Item 13. Item 11 minus Item 12.

d. Occupant Capacity, Item 14. Maximum number of personnel who could be housed in net spaces, based on allocation of UPH to grade categories, and space and privacy standards in Table 5-1. Shall not exceed Item 13.

e. Personnel Housed, Item 15. Permanent party personnel residing in (or assigned to) UPH.

f. Utilization%, Item 16. Item 15 divided by Item 14.

5. Transient UPH as of September 30 (Items 17 through 21)

a. Spaces, Item 17. All spaces and officer rooms/suites in the inventory of transient UPH rooms, including diverted and inactive units.

(1) Enlisted columns. Increments of 90 square feet of net living area in enlisted rooms. The maximum space count in any room is four.

(2) Officer columns. Officer rooms/suites.

b. Diverted Spaces, Item 18. Spaces that are inactive, or not available for use due to renovation or major maintenance, or in use for any purpose other than unaccompanied living space.

c. Net Spaces, item 19. Item 17 minus Item 18.

d. Occupant Capacity, Item 20. Maximum number of transient enlisted personnel who could be housed in enlisted net spaces, based on allocation of UPH to grade categories, and space and privacy standards in Table 5-1. Shall not exceed Item 19.

e. Personnel Housed, Item 21. Transient personnel (excluding accompanying dependents) occupying UPH.

f. Average Utilization%, Item 22. Item 21 divided by Item 20 (enlisted) or Item 19 (officer).

6. Open Bay

a. Spaces (Gross), Item 23. Increments of 72 square feet of net living area within recruit open bay, and increments of 90 square feet of net living area in all other open bay. Include inactive and diverted.

b. Personnel Housed, Item 24. Personnel residing in (or assigned to) open bay.

7. Supplemental Data (Items 25 through 33)

a. General. Fill out all data items, entering zeroes where applicable. Enter permanent party data on Items 25 through 29 and enter transient data on Items 30 through 33.

b. Voluntarily Separated in UPH, Item 25. The number of personnel voluntarily separated and living in UPH. These personnel are included on Item 15 and for UPH are defined as Service members in CON US, Hawaii, or Alaska, for whom family housing would otherwise be programmable, who chose for any reason not to be accompanied.

c. In Leased UPH, Item 26. Self-explanatory.

d. Off Base With BAQ (all ranks), Item 27. Single personnel residing off base and receiving BAQ at the withoutdependent rate.

e. EI -E5 Off Base With BAQ, Item 28. single EI -E5 personnel residing off base and receiving BAQ at the withoutdependent rate; included on Item 27.

f. EI -E5 Off Base Without BAQ, Item 29. EI -E5 personnel without dependents, residing off base, for whom adequate Government quarters are assigned or available.

g. Non-Duty in UPH, Item 30. Persons (included on item 21) whose use of transient UPH under Chapter 5, above, was, as follows:

(1) Based on space-available eligibility; or

(2) Conditional on nonavailability of TLF.

h. In Leased UPH, Item 31. Self-explanatory.

i. In Contract Quarters, Item 32. Self-explanatory.

j. Off Base On Per Diem, Item 33. Personnel receiving per diem allowances based on non-availability of quarters.